



PROCEDURE AND REQUIREMENTS FOR USE AND OCCUPANCY CERTIFICATE

A Use and Occupancy Certificate is required for any use, not to include 1 and 2 family dwellings, in a business capacity. Prior to occupying the space a valid use and occupancy certificate must be obtained. A change of use also requires a new use and occupancy certificate.

Application(s) MUST be complete and be submitted along with the following:

- A. Copy of Site Plan showing the parking and parking tabulations.
 - If application for use and occupancy is submitted in conjunction with an application for building permit, no additional site plan will be required.
- B. Copy of the Special Exception (if applicable).
 - Special Exception Inspection Must be scheduled by calling Stan Garber at 301-370-3656 or Barbara Piczak at 240-372-9620.
 - Zoning inspections for Special Exceptions require identification tags on all plant materials for Use & Occupancy approval.
- C. A check made payable to Montgomery County in the appropriate amount.
 - The fee for any use and occupancy certificate for each building, portion of building, or use is per square foot of area as follows:

0 - 5,000 sq. ft.	\$215.00 *
5,001 - 10,000 sq. ft.	\$355.00 *
10,001 - 20,000 sq. ft.	\$425.00*
20,001 sq. ft. and up	\$425.00 PLUS
\$0.0118 per sq. ft. of area exceeding 20,000 sq. ft.	

The use and occupancy certificate fee for lots or parcels without buildings/structures on them is \$215.00*.

The fee for using or occupying a site without a use and occupancy certificate is \$88.00*, (due when cited by an inspector) in addition to the fee for the use and occupancy certificate.

***(ALL FEES WILL BE SUBJECT TO AN ADDITIONAL 10% AUTOMATION ENHANCEMENT FEE AND A FIRE MARSHAL INSPECTION FEE)**

NOTE: Applicant must contact the Fire Marshal's Office at 240-777-2300 between the hours of 8:30am and 9:30am, to schedule an inspection. If the use has not changed, then only a copy of the previous use and occupancy certificate for that space will be required. A copy may be obtained by faxing a request to 240-777-6263.

NOTE: If you have or going to have any hazardous materials on site you must contact Montgomery County Fire and Rescue Service at 240-777-2300 to apply for the Hazard material Use Certificate.